



DEPARTMENT OF THE NAVY  
NAVAL SUPPLY SYSTEMS COMMAND  
5450 CARLISLE PIKE  
PO BOX 2050  
MECHANICSBURG PA 17055-0791

TELEPHONE NUMBER  
COMMERCIAL  
AUTOVON  
IN REPLY REFER TO  
4200  
Ser21C3/8121  
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From: Commander, Naval Supply Systems Command

Subj: MANDATORY USE OF THE GOVERNMENTWIDE COMMERCIAL PURCHASE  
CARD FOR MICRO-PURCHASES

Ref: (a) OUSD (A&T) Memo of 20 Mar 97  
(b) NAVSUP Policy ltr SA97-16 of 29 Aug 97  
(c) OUSD (A&T) Memo of 26 Sep 97  
(d) NAVSUP Policy ltr SA97-16' R/1 of 30 Sep 97

1. Mandatory use of the Governmentwide Commercial Purchase Card for micropurchases of commercial items is required by references (a) and (b). Both references provide for limited exemptions and require a written determination by a Flag Officer or SES before using a contract or purchase order to affect a micropurchase. References (c) and (d) permit limited redelegation of the authority to make the required determination.

2. At customer activities with contracting authority limited to the use of the purchase card, micropurchase requirements that are unobtainable with the purchase card must be forwarded to a supporting purchasing office. This includes requests for supplies and services when the vendor(s) won't accept the purchase card or the customer has determined that additional terms and conditions are required to ensure successful performance.

3. Customers should ensure that purchase requests forwarded to the supporting purchasing office include a written statement either on the face of the purchase request or as a separate document, detailing the circumstances that prevent the use of the purchase card. Include one of the following statements as appropriate:

(a) The following known vendor(s) were contacted and refused to accept the purchase card: list the vendors; or

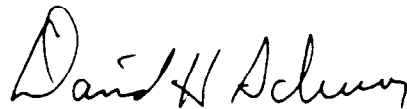
(b) The requested supply or service requires written terms and conditions. List the written terms or conditions and reasons therefore.

Since this is not a determination to use a contract or purchase order, this statement does not need Flag, SES or Commanding Officer signature.

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4. Cardholders must maintain adequate file documentation to support their decision to forward a micropurchase to a supporting purchase office. Agency Program Coordinators shall review the cardholder supporting documentation as part of their semi-annual review programs.

5. On receipt of a properly completed purchase request, the purchasing office will review the various procurement alternatives and make an award. Prior to issuing a contract or purchase order to affect the micropurchase, the supporting purchasing office is responsible for preparing and obtaining the approval of the written determination required by references (a) through (d).

A handwritten signature in black ink, appearing to read "David H. Schuur". The signature is fluid and cursive, with a large initial "D".

David H. Schuur  
By direction

Distribution:  
List "D"